

Session 1: Module 4 - WIC Session Manager	
SCRIPT	
Description	Text
<b>1 Introduction</b>	Welcome to Session 1: Module 4 of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
<b>2 Title</b>	WIC Session Manager.
<b>3 Session Manager 1</b>	When you log into M-SPIRIT you begin an application session. The login prompt only appears at the beginning of an application session.
	The WIC Session Manager maintains your current session and runs in the background while you are logged into M-SPIRIT.
	A session is considered the amount of time spent in the application between logging into and out of M-SPIRIT.
<b>4 Session Manager 2</b>	Logfiles are available the State Office to monitor user sessions. They identify when you are working in M-SPIRIT and how long you work in M-SPIRIT.
	The WIC Session Manager icon displays in the tool tray of the taskbar on your desktop once you open M-SPIRIT and have logged in. The session remains open even if the M-SPIRIT application is closed. It only ends once you log off M-SPIRIT.
<b>5 &lt;hover&gt;</b>	The WIC Session Manager icon sits in the tray of your taskbar once you are logged into M-SPIRIT and stays until you log off.
	The tray of your taskbar is in the lower right of your screen next to the computer's time display.
	The WIC Session Manager icon looks very similar to the Microsoft Office Word icon.
<b>6 &lt;hover1&gt;</b>	You can hover your mouse over the WIC Session Manager icon to see who is currently logged into the workstation.
<b>7 &lt;hover2&gt;</b>	<no script>
<b>8 &lt;hover3&gt;</b>	<no script>
<b>9 Reset Local Ref Data</b>	One of the functions of the WIC Session Manager is to reset the local reference data. This is a process that is necessary to bring changes down to your workstation from the centralized database.
	Although client data is not retained on your local workstation, Business Rule settings and drop-down list contents are, and these are the types of things that reset. The reason these are stored on your workstation is to help communications with the server be more efficient.

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10 Reset	Let's try to reset our local reference data.
11 <reset1>	So, we've logged into M-SPIRIT for the first time today. We have to close the clinic application to reset the reference data.
	Click the Exit icon.
12 <reset2>	Right click the WIC Session Manager icon in the tray on your taskbar.
	Note: Due to limitations of most browsers, we may not be able to accept a Right Click. If you Right Click and nothing happens, please left click on the WIC Session Manager.□□However, please note that WITH the real M-SPIRIT application and WIC Session Manager, you will ALWAYS RIGHT CLICK!
13 <reset3>	There are two similar options in the menu: Update and Reset. You always want to RESET.
	Select Reset Local Reference Data.
14 <reset_4>	<no script>
15 <reset_5>	The system checks for updates...
16 <reset6>	Now we need to re-open the M-SPIRIT application
17 <reset7>	Double click the Clinic icon.
18<reset8>	Since we didn't log off, the WIC Session Manager is already running and we don't have to login again.
19 <reset9>	The application re-starts.
20<reset10>	The "Location" window will re-open. It will default to the Agency and Clinic you originally selected. Simply click OK.
21<reset11>	<no script>
22 <reset12>	The Clinic application opens again.
	The whole process of resetting the local reference data takes about 1 to 2 minutes to complete depending on the number of updates that have to be sent to your workstation.
23 Logging Off	M-SPIRIT sessions remain active until you log off.
	This means, as you've already seen, that you can close the clinic application and still be logged into M-SPIRIT.
	You must remember to log off at the end of each M-SPIRIT session or clinic day. Simply closing M-SPIRIT will not end your session.

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<b>24 &lt;logoff1&gt;</b>	Click the exit icon to close the M-SPIRIT clinic application.
<b>25 &lt;logoff2&gt;</b>	Right click the WIC Session Manager icon in the tool tray of the taskbar.  Remember: Due to limitations of most browsers, we may not be able to accept a Right Click. If you Right Click and nothing happens, please left click on the WIC Session Manager.□□However, please note that with the real M-SPIRIT application and WIC Session Manager, you will ALWAYS RIGHT CLICK!
<b>26 &lt;logoff3&gt;</b>	Select Log off.
<b>27 &lt;logoff5&gt;</b>	<no script>
<b>28 &lt;logoff7&gt;</b>	The WIC Session Manager message opens. It reads: "Logging off will terminate all WIC applications that are running on your desktop and terminate the WIC Session Manager. Do you wish to continue?"
	Since we want to terminate the application in order to log off, click the Yes button.
<b>29 &lt;logoff8&gt;</b>	During the logging off process the WIC Session Manager Is also closed.
	It takes about 7 seconds for the icon to disappear and for you to be fully logged off.
<b>30 &lt;log off1&gt;</b>	We are fully logged off once the WIC Session Manager icon disappears from the taskbar.
<b>31 Questions</b>	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.